Level III Application "Quick Reference Sheet" (page 1 of 1)

Please follow the guidelines below as you prepare your application:
1. Level III builds on Level II (and Level II builds on Level I).
2. You must complete all fields of the application in order for the system to properly process it.
3. The Review Board will not guess about your credentials; therefore, you need to be clear as to your qualifications.
4. You must provide supporting documentation (e.g., Civilian Career Brief, SURF, copies of certificates, etc.) from official sources as proof of completion for each requirement.
5. It is essential that your application include current and accurate contact information. If not, the Review Board will not be able to contact you with questions or to deliver your certificate.
   ▪ Ensure your supervisor's information (including email) is accurate. Otherwise, they will no be able to review your application.
6. If you have any questions or concerns, refer to the information available online at http://www.safia.hq.af.mil/workforceinitiatives/

Step 1 – Create a profile and login to the Defense Security Cooperation Agency (DSCA) Personnel Initiatives webpage at https://iacertification.dsca.mil/.

Step 2 – Apply on line for certification. You will need the following information to complete your application:

√ when complete	Item	Remarks
Contact Information		
	Name	Your name as it should appear on the certificate
	Email	Current email address
	Address	Street address, City, State, Zip code, and Country
	Phone and Fax	Current telephone and fax numbers
Job and Education Information		
	Current Certification Level	Enter your current Certification Level (if applicable)
	Highest Education Completed	Specify your highest level of education
	Education Field of Study	Specify your primary educational field of study
	Service	Air Force
	Status	Current employment status
	MAJCOM	Major Command
	MAJCOM Mailing Address	Major Command mailing address
	Organization	Current Organization
	Office Symbol/Code	Current Office
	Job Title	Your current job title
	Job Function	Specify your job function, if "other" specify in the next field
	Grade/Rank	Civilian grade or military rank (use NSPS when applicable)
	Military Specialty	If military, your Specialty Code
	Civilian Series	If civilian, your Civilian Series
	Start Date in Service	If military, your start date for entering service
	Start Date working for US Govt	If civilian, your start date working for the U.S. Government
	Total Months in IA	Total months you have worked in an IA position
	Billet Information	Billet Information
Supervisor Information		
	Supervisor's Name	Your current supervisor's name
	E-mail Address	Supervisor's e-mail address for application review and approval
	Organization	Supervisor's organization
	Office Symbol	Supervisor's office symbol
	Phone and Fax	Supervisor's telephone and fax numbers

Course Completions – The following training is required for both Level I and Level II Certification:		
	International Program Security Requirements (IPSR) Course	The IPSR requirement can be satisfied by <u>only</u> the following: ➢ Defense Institute of Security Assistance Management (DISAM) courses ▪ IPSR-OL (on-line course) ▪ IPSR-3 days ▪ IPSR-5 days (offered before December 2005) ▪ SAM-CONUS (if completed after October 2000) ▪ SAM-Overseas (if completed after October 2000) ➢ Defense Acquisition University (DAU) course PMT 203 International Security and Technology Transfer
	Introductory Functional Development Course	This requirement refers to completion of a course relevant to an individual's functional area. Specific courses will vary from individual to individual based on his/her area of emphasis. For example, an applicant with acquisition as his/her functional area may enter ACQ 101.
	Additional Functional Development Course (in any area of your choice)*	This requirement refers to completion of a course relevant to an individual's functional area other than their primary area of expertise. This course can be in any area of their choice.
	Introductory Security Cooperation Course	An introductory course is designed to provide a foundational understanding of security cooperation. Examples of such courses include, but are not limited to: ➢ DISAM courses such as SAM-OC, SAM-E, SAM-C, SAM-OS, SAM-O, SAM-TO, SAM-TA, and SAM-IT. ➢ Joint Special Operations University (JSOU) Orientation courses such as, but not limited to, Asian Pacific Orientation, Latin American Orientation, and Cross-Cultural Communications. (Please note **only** SAM-CONUS and SAM/SCM-Overseas courses, if completed after October 2000, fulfill both the IPSR and the Introductory Security Cooperation Course requirements.)
The following training is required for both Level II and Level III Certification:		
	Intermediate Functional Development Course	This requirement refers to completion of an intermediate course relevant to an individual's functional area. Specific courses will vary from individual to individual based on his/her area of emphasis. For example, an applicant with contracting as his/her functional area may enter CON 202.
	Introductory Functional Course in Secondary Area of Expertise	This requirement refers to completion of an introductory course relevant to an individual's secondary area of expertise. Specific courses will vary from individual to individual based on his/her secondary area of emphasis. For example, an applicant may have contracting as his/her functional area, but may have a secondary of expertise in logistics. In this instance, the applicant may enter LOG 101.
	Intermediate or Specialized Security Cooperation Course	An intermediate or specialized Security Cooperation course is designed to provide additional understanding of security cooperation. Examples of such courses include, but are not limited to, the following DISAM courses: SAM-CF, SAM-CM, SAM-CS, SAM-CR, SAM-TA, and SAM-IT.
	Course in Leadership or Management	This requirement refers to completion of a formal management or leadership course of at least **24 hours of instruction**. A number of institutions offer such training. Examples of these courses include, but are not limited to: ➢ OPM courses such as o Leadership Potential Seminar o Seminar for New Managers: Leading People o Supervisory Leadership Seminar: Learning to Lead

		- o Leading in a Global Environment ➢ Air University courses such as - o Air and Space - o Squadron Officer School - o Noncommissioned Officer Academy ➢ Leadership Symposium (28 hours) ➢ LCCEP Courses such as - o Managerial Decision Making - o The Challenge of Leadership - o Management Tools for the Air Force Logistician & Leader of Teams ➢ IDE and SDE courses such as - o Air Command and Staff College (ACSC) - o Air Force Legislative Fellows Program (LEGIS) - o DoD Executive Leadership Development Program (ELDP) - o Air Force Institute of Technology Graduate Programs - o Sandia Nuclear Weapons Fellowship Program (SNWFP) - o Air War College (AWC) - o National War College (NWC) - o Industrial College of the Armed Forces (ICAF) Acceptable Leadership or Management courses will have an emphasis on strategic thinking, innovation, problem solving, decision making, and/or leading teams or organizations. **If your course is not listed above, you must include a detailed course description as part of your supporting documentation package.**
Additional training required for Level III Certification		
	Advanced Functional Development Course	This requirement refers to completion of an advanced course relevant to an individual's functional area. Specific courses will vary from individual to individual based on his/her area of emphasis. For example, an applicant with logistics as his/her functional are may enter LOG 304.
	Intermediate Functional Course in Secondary Area of Expertise	This requirement refers to completion of an intermediate course relevant to an individual's secondary area of expertise. Specific courses will vary from individual to individual based on his/her secondary area of emphasis. For example, an applicant may have acquisition as his/her functional area, but may have a secondary of expertise in contracting. In this instance, the applicant may enter CON 202.
	Advanced or Executive Security Cooperation Course	An advanced or executive Security Cooperation Course is designed to provide an advanced understanding of security cooperation subject matter. Examples of such courses include, but are not limited to, DISAM courses SAM-AT, SAM-AR, SAM-CF, SAM-CM, SAM-CR, SAM-CS and other relevant IA job-related courses from other federal agencies.
	Advanced Course in Leadership or Management	The requirement refers to completion of a formal advanced leadership or management course of at least **40 hours of instruction**. A number of institutions offer such training, examples of these courses include, but are not limited to: ➢ OPM courses such as - o Leadership for a Democratic Society - o National Security Policy - o Management Development Seminar: Leading Organizations - o Executive Development Seminar: Leading Change - o Executive Development Seminar: Blended Course - o Leadership Skills for Non-Supervisors and Non-Managers ➢ IDE and SDE courses such as - o Air Command and Staff College (ACSC) - o Air Force Legislative Fellows Program (LEGIS)

		o DoD Executive Leadership Development Program (ELDP) o Air Force Institute of Technology Graduate Programs o Sandia Nuclear Weapons Fellowship Program (SNWFP) o Air War College (AWC) o National War College (NWC) o Industrial College of the Armed Forces (ICAF) ➢ Carnegie Mellon Executive Excellence Seminar ➢ Naval Postgraduate School Defense Resources Management Institute courses ➢ GMAP II International Leadership and Management courses Acceptable Leadership or Management courses will have an emphasis on strategic thinking, innovation, problem solving, decision making, and/or leading teams or organizations. **If your course is not listed above, you must include a detailed course description as part of your supporting documentation package**.

Please Note:

1) Courses offered by civilian universities or education institutions do not fulfill any of the training requirements— this includes courses for which you received tuition assistance. <u>There are two exceptions:</u>
    a) Global Master of Arts Program (GMAP) II courses in functional areas or leadership.
    b) Courses completed in conjunction with the Civilian Development Education (CDE) Program or Professional Military Education (PME).
2) **<u>You can not use the same course for different requirements</u>**. For example: If you use ACQ 101 for Level I, Requirement #3, you can not use the same course to satisfy any other requirement.

    Exception to the rule: the only two courses that satisfy two different requirements are SAM-C or SAM-O if taken after October 2000 for Level I IPSR and Security Cooperation requirements.

    If you have any questions about whether or not a specific course can be used to fulfill a requirement, contact angela.kravetz@pentagon.af.mil.

Following completion of the electronic application, your supervisor will automatically receive an e-mail prompting them to approve your application.

The applicant's current supervisor must review all application material to confirm accuracy, ensure supporting documentation is available and complete, and, as needed, address any application discrepancies. After reviewing the application online, the supervisor will acknowledge review electronically. Following supervisor approval, the website will notify both the applicant and the Air Force International Affairs Certification Program (IACP) Review Board that the application is waiting for review at the next Review Board meeting.

Step 3 – Submit your supporting documentation to the Air Force IACP Review Board

All necessary supporting documentation must be sent to SAF/IAPC for consideration at the next Review Board meeting. Your application is not complete until this information has been received.

√ when complete	Item	Remarks
	Experience*	Level III certification requires an individual to have a minimum of **6 (six)** years of international affairs work experience. Supporting documentation for the experience requirement must be official documentation of professional experience such as a SURF or Career Brief. Your application will not be complete without documentation.
	Coursework/ Training Requirements	Supporting documentation must be submitted for each course listed in your application. Many courses will be listed in the "Training" section of your SURF or Civilian Career Brief. Copies of certificates can also show proof of completion.
	Where to send supporting documentation materials	Supporting materials can be submitted via standard mail or email (in PDF or JPEG format). Mail packages to: SAF/IAPC Attn: Ms. Angela Kravetz 1500 Wilson Blvd, Ste 900 Arlington, VA 22209 Or Email to: AirForceAdministrator@personnelinitiatives.org or angela.kravetz@pentagon.af.mil with a courtesy copy to sandy.harding@pentagon.af.mil

Approved applicants will receive certificates from organizational IA POCs 60-90 days following the Review Board meeting. Results will also be posted at http://www.safia.hq.af.mil/workforceinitiatives/ in the same timeframe.

* (New requirement as of 31 March 2008)